

FORT CAMPBELL ENVIRONMENTAL HANDBOOK
Guidance and Instruction
EXPANSION OF OFFICE PAPER AND CORRUGATED RECYCLING POLICY
(TAB 16)

December 2003

1. **Purpose and Scope:**

The purpose of this bulletin is to provide information on the office paper and corrugated recycling policy.

2. **Reference:**

Keane, John M., Major General, "Expansion of Office Paper and Corrugated Recycling Policy", 18 Sep 1995.

Clark, Robert T., Major General, "Cardboard Recycling Policy", 25 Jun 1999.

3. **Definitions:** None

4. **General:**

a. The installation has expanded the pick-up and recycling of scrap paper and corrugated material from all offices and activities on the installation. This effort will meet mandatory DA and FORSCOM directives and state laws to recycle specific percentages of the waste stream. Additionally, it provides cost avoidance of landfill tipping fees and generates revenue that is returned to Morale, Welfare, and Recreation (MWR) for quality of life programs.

b. Each major office building is equipped with containers for paper and small quantities of cardboard. All paper should be placed in these containers for pick up by contractor personnel. Corrugated materials will be placed in these containers or flattened and stacked next to the container for removal. Building managers without paper containers should call the Solid Waste & Recycling Program Manager at 798-9782 to obtain them. Paper and corrugated materials will not be placed in refuse containers or dumpsters for disposal. Inspection will be conducted for compliance and infractions will be discussed with the chain of command.

c. Corrugated material will be the only item placed in corrugated compactors. Activities placing contaminants of food or trash in compactors will be reported.

5. **Responsibilities:**

a. The EQO is be responsible for:

1) Disseminating the information contained in this bulletin to all parties in his/her unit.

2) Ensuring that only cardboard is placed in the corrugated cardboard compactors,

3) Ensuring that all paper and cardboard is kept out of the dumpsters into which the trash destined for the landfill is placed.

b. Each individual soldier is responsible for segregating the waste that he/she takes to the dumpsters/compactors to ensure that paper and cardboard are placed only in containers designated as paper and cardboard only and not placed into trash dumpsters.

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c. The PWBC, Environmental Division is responsible for periodically checking dumpsters and compactors to determine if these provisions are being followed. Infractions will be recorded on photographs and reported to the chain of command.

6. Instructions:

- a. When trash is generated in the field, recyclable cardboard is to be maintained separate from the remainder of the trash that must be disposed.
- b. When accumulating trash in the field, all soldiers will exercise all care necessary to ensure that unused MRE heaters and unfired ammunition or explosives are not mixed in with the trash that is destined for disposal at the county landfill.
- c. If recyclable materials are transported to the convenience center on the same truck with the trash, the soldiers, when loading the field trash, will keep the trash and the recyclables separate on the transport vehicle.

7. Additional Guidance:

- a. For additional guidance and information, and answers to your questions, contact Solid Waste & Recycling Program Manager, PWBC Environmental Division, 798-9782.
- b. For future reference, place this document behind *Tab number 16* in your Fort Campbell Environmental Handbook.